

ROCK RIVER LIBRARY DISTRICT – Board Meeting
SILVIS PUBLIC LIBRARY – 806 1ST AVENUE, SILVIS IL 61282
Wednesday, September 15, 2021, 6:30 PM

The meeting was called to order at 6:32.

Present: President, Pat Held, Vice-president, Joanne Riedl, Treasurer Stacy Bawden, Secretary Julie Black, Pam Bragg, Linda Johnson and Amy Fry, Library Director.

Absent: Carole Karenke

Public Comment: None

Agenda:

1. Approval of Minutes.

A motion was made to approve the July 2021 minutes as presented.

The motion was made by Stacy and seconded by Joanne.

After the motion was moved and seconded, Pat opened the floor up to discussion and followed by a vocal vote.

There were six votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *July 2021 minutes* are adopted.

2. Treasurer's Report:

A motion was made to approve the Treasurer's Report as presented.

A motion to approve the report was made by Julie and seconded by Pam.

After the motion was moved and seconded, Pat opened the floor up to discussion and a vote.

There were six votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *September 2021 Treasurer's Report* is approved.

3. Director's Report

a. COVID-19 Phased Reopening Plan - Due to an Illinois State Mandate, masks are once again required for everyone who enters the library building.

b. Building Maintenance Update:

- Parking Lot – The City sanded down the concrete and blacktop near the entrance of the front vestibule. While this decreased the flooding, the issue is still not completely resolved. Amy will update the board when she has information on next steps. The Public Works department will look into the problem.
- Electronic Signs – River City Sign installed the wireless routers.
- Windows – The down payment for the windows was received and the windows have been ordered. Windows should arrive within the next three weeks. Amy will update the board at the October meeting.

- Awning – Due to staff shortages, Amy was unable to investigate this further. She will update the board at the next meeting. This awning will cover the outdoor space.
- c. Open Meetings Act (OMA) Training - Amy attached a screenshot from the “Municipal Minute” website to the Director’s Report. Currently, there is still no option for OMA training for library district. Amy will update the board again next month. She will keep checking on this.
- d. Staff Changes - The Silvis Library is currently looking to hire two positions – part-time Adult Program Coordinator and full-time Youth Services Coordinator. Amy hopes to have the Adult Programmer position filled by September 27th and the Youth Service position filled by October 15th. Amy thanks volunteers who are able to help with a few things around the library.
- e. Silvis Public Library Centennial Committee: The first meeting of the Centennial Fundraising Committee will be Monday, October 11th at 5pm (Silvis Library, Programming Room). Amy would like to have at least one Rock River Trustee join.
- f. Summer Reading 2021 (Statistics): Participation was up this year but still less than pre-Covid.
 - 414 registrations (121 Adults, 60 Teens, 233 Children). This is a 53.9% increase from SRP 2020 (90 Adults, 26 Teens, 153 Children).
 - 119 completed the program (55 Adults, 13 Teens, 51 Children) This is an increase of 148% from SRP 2020 (19 Adults, 3 Teens, 26 Children).
 - 1055 patrons attending Live Events between June and July - 40 signed up for the LIVE Programming Raffle. 632 patrons attended Virtual Events between June and July – 45 signed up for the VIRTUAL Programming Raffle.
 - The library had participants from 10 cities in the QCA Area. The large majority, 325 of them, live in Silvis.
- g. Trustee Training (Short Takes Videos): Beginning with the October 20th board meeting, Amy will present a short trustee training video each meeting. We will try to watch these at board meetings however, they could be watched at home.
- h. Trustee/Staff Handout (“Putting a Face to the Name): Amy created a handout that includes the name, job title, preferred pronouns, and an image of each staff member. She also made another handout with each Silvis Board member’s information. This was so helpful for the staff and trustees, that they asked her to complete one with the RRLD trustees. She would like each Rock River trustee to email her a photo that they would like to use for this. Amy will send the completed handouts to each trustee through email. She hopes this will help everyone to get to know each other a bit better! Board member should send her a photo for her handout.
- i. Reports Completed: Amy completed the IPLAR (Illinois Public Library Annual Report) prior to the September 1st deadline.
- j. Documents Filed: A “Notice of Publication” for Ordinance 21-02 Budget & Appropriation was submitted to the County Clerk’s Office.

4. Unfinished Business

- a. IPLAR (Illinois Public Library Annual Report) Status – Amy submitted this year’s IPLAR on August 30th.
- b. Discuss Trustee Per Capita Requirements for FY21-22 – This year’s requirements are as follows:
 - i. Each Rock River Library board member and Silvis Public Library board member must read Serving Our Public 4.0 on their own. Amy will send all trustees a digital copy of Serving the Public after tonight’s meeting. This needs to be read before our next meeting.
 1. The Silvis Library Board members are to have completed the reading prior to their October meeting.
 2. Rock River board members are to have completed the reading prior to the October meeting.
 - ii. The Silvis Library Board must review the chapter checklists as a group with the library director.
 1. This will be on the agenda for their October meeting.
 2. All checklists will be discussed during the meeting.
 - iii. The Rock River Library District will be informed of the Silvis Library Board’s checklist review.
 1. Per Pat Burg, because RRLD contracts with Silvis for all services, we do not need to review the checklists ourselves. Amy does, however, need to inform us what Silvis found during their review.
 2. This will be on the agenda for our October meeting.
- c. Ordinance 21-04 (Tax Levy) –
 - i. The Board determined that the 2021 Levy would be \$86,100. No vote was taken. A Truth in Taxation Hearing will not be necessary. A Truth in Taxation Certificate, required by Rock Island County, will be signed at the October meeting.
- d. Truth in Taxation: If a hearing needs to be held, a notice will need to be published in the newspaper.
 - i. The publication must take place no less than 7 days, but no more than 14 days, prior to the hearing.
 - ii. Whether a hearing must be held or not, a Truth in Taxation Compliance Certificate must be sent to the County Clerk. Amy will get that certificate made and filed after the tax levy is approved at the October meeting
- e. Ordinance 21-05 (Treasurer’s Financial Report - A motion was made to approve the Treasurer’s Financial Report as presented.
A motion was made by Julie and seconded by Joanne.
After the motion was moved and seconded, Pat opened the floor up to discussion.

There are six votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and *Ordinance 21-05 (Treasurer's Financial Report)* was adopted.

5. New Business

- a. AFR/library district requirements - Due to the changes in auditing requirements, Amy now needs the board to approve the AFR before she submits it. This will be done at our October meeting.
- b. Donations to Schools – This will be voted on at the October meeting.
- c. Treasurer to Pay Winter Bills – This will be voted on at the October meeting.
- d. Payments to Silvis – Payments to Silvis were discussed. They will be voted on at the October meeting.

e. Library Wishes –

i. Rock River Mailings:

1. Water Bills - Amy asked the Board for information on how they receive their water bills. She is going to investigate adding a quarterly RRLD newsletter into the water bills. The City of Silvis allows the Silvis Library to do this, free of charge (except cost of copies). Due to the large number of copies, the RRLD would be asked to reimburse the library for their cost. After discussion, not everyone gets water bills in the mail so that was not a viable option.
2. USPS Oversized Postcard - While the library's services are almost back to normal, Amy suggested we still hold off on sending the postcard until all programming is back in-house. This will not happen until younger children are allowed to be vaccinated – possibly Fall 2021.

- ii. Centennial Celebration – At the May meeting, Amy asked if the Rock River Board would be interested in helping to cover the cost of hiring a local author to update the Silvis History Book. The author that was initially interested in the project has decided not to take it. Amy is currently in talks with another local author about the project. Amy will update the Board again at the October meeting. This project is on hold.

- iii. Collection Development – Amy is continuing to improve the library's collections by filling in missing items within series. This year, she is focusing on Adult Fiction, Large Print, and Inspiration. Amy estimates that the total cost of this project will be over \$5,000.00. Amy asked the RRLD to consider donating towards this project. This will be discussed again at the October meeting. This amount will probably be less.

6. Items to be placed on next meeting's agenda

- Unclaimed Property Report (Status)
- Unclaimed Property Report Status
- AFR (Annual Financial Report) Action – will need a vote
- Director's Annual Review – This requires a closed session.
- Ordinance 21-04 (Tax Levy) – Approve
- School Donations – Approve
- Short Takes

- Treasurer to Pay Winter Bills – Approve
- Rock River Mailing – Approve
- Adult Collection Development – Approve
- Payments to Silvis – Approve
- Treasurer to Pay Winter Bills – Approve
- Library Wishes
- Per Capita Discussion/completion
- Trustee Attendance (Bylaw) – Discussion

A motion was made by Julie and seconded by Joanne to adjourn at 7:06. Meeting adjourned.

Respectfully submitted,
Julie Black
RRLB Secretary

NEXT Board Meeting: Wednesday October 20th, 2021, 6:30 PM
WE WILL BE MEETING IN-PERSON
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